

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

# DEPARTMENT OF PERSONNEL ADMINISTRATION

## SENIOR PERSONNEL SPECIALIST

## PROMOTIONAL

TESTING OFFICE      1515 "S" ST., NORTH BLDG., SUITE 400, SACRAMENTO, CA      95814-7243      (916) 324-3227

DEPARTMENTAL PROMOTIONAL

HOW TO APPLY:

Applications may be filed in person or by mail with the:

DEPARTMENT OF PERSONNEL ADMINISTRATION  
1515 "S" Street, North Building, Suite 400  
Sacramento, CA 95814-7243

ATTENTION: Cindy Lohmeyer  
Personnel Analyst

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE:    May 24, 2005

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

EXAMINATION INFORMATION

No written test is required. The entire examination will consist of a review of the applicant's education and experience.

SALARY RANGE:        \$3418-\$4155

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Personnel Administration as of the final filing date in order to participate in this examination.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Personnel Administration. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the following education and/or experience requirements for this examination by the final filing date.**

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist," researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

Positions exist with the Department of Personnel Administration.

EXAMINATION INFORMATION

Education & Experience - Weighted 100.00%

**This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed for this class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "requirements for admittance to the examination" shown on this announcement, even if the experience goes beyond the seven year limit printed on the application. Supplementary information will be accepted, but read the "requirements for admittance to the examination carefully to see what kind of information will be useful to the staff during the evaluation.**

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:

1. Current office methods, procedures, equipment and basic math principles.

2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
- B. Ability to:

1. Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions.

2. Independently interpret and use reference material.

3. Give and follow directions.

4. Gather data.

5. Design and prepare tables, spreadsheets, and charts.

6. Advise employees of their rights.

7. Consult with supervisors on alternative actions with which they may take on various transaction situations.

8. Communicate effectively.

9. Operate a computer keyboard/terminal.

10. Establish and maintain cooperative working relationships with those contacted during the course of the work.

11. Organize and prioritize work.

12. Create/draft correspondence.

13. Maintain personnel records.

14. Represent the department on intra/interdepartmental teams.

15. Coordinate a variety of personnel/payroll transactions.

16. Research critical transactions and recommend alternative solutions.

**Veterans' preference** credit is not granted in promotional examinations.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

THE POSITION

SENIOR PERSONNEL SPECIALIST  
KY36/1317  
EXAM CODE: SDP05 FINAL FILING DATE 05/24/05

GENERAL INFORMATION

It is the candidate's responsibility to contact the DEPARTMENT OF PERSONNEL ADMINISTRATION, Personnel Office at (916) 324-3227; three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the DEPARTMENT OF PERSONNEL ADMINISTRATION, Personnel Office at (916) 324-3227, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at STATE PERSONNEL BOARD offices, local offices of the EMPLOYMENT DEVELOPMENT DEPARTMENT, and the DEPARTMENT noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, and 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the **INFORMATION COUNTER** of **STATE PERSONNEL BOARD** offices.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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